

## Purpose

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Manager Self-Service (MSS) is a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

The **Attendance Overview** service is located on the *Team Overview* page in MSS. Managers will use the **Attendance Overview** to display the current day's attendances and absences. Managers can use this as a "quick view" to see who is off that day.

### Trigger

Use this service in Manager Self-Service (MSS) to display the Attendance Overview and monitor attendances and absences for the current day.

### Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

### Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ MSS ➔ My Team ➔ Team Overview ➔ Attendance Overview

### Transaction Code

MSS

### Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

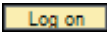
## Procedure

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome msstrain5, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | Employee Self-Service | Manager Self-Service

Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

### News Of Interest

- Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

5. Click the **Manager Self-Service** tab

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Overview

### Tasks and Alerts

History | Back | Forward

#### Detailed Navigation

- My Work Overview
  - Tasks and Alerts
- My Team
- My Organization
- My Reports

### Universal Worklist

Tasks (5 / 5) | Alerts | Notifications | Tracking

Show: New and In Progress Tasks (5 / 5) | Select a Subview... | All | Create Task | Show Filters | Hide Preview

Subject	From	Sent	Priority	Due	Status
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4	Sep 16, 2009	Normal	1	New

Row 1 of 5

#### John D. Anderson's Leave Request

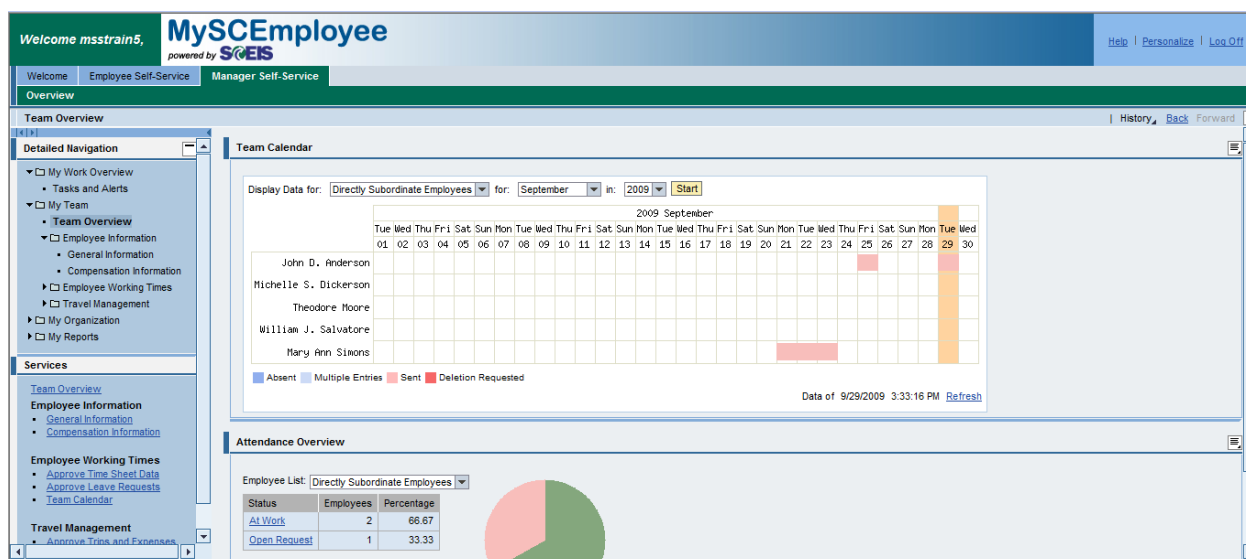
Sent: Today by esstrain5  
Status: New  
Priority: Normal

You can also:  
[Display Details in SAP GUI](#)  
[Create Ad-Hoc Request](#)



MSS users will be defaulted to the **'Tasks and Alerts'** page.

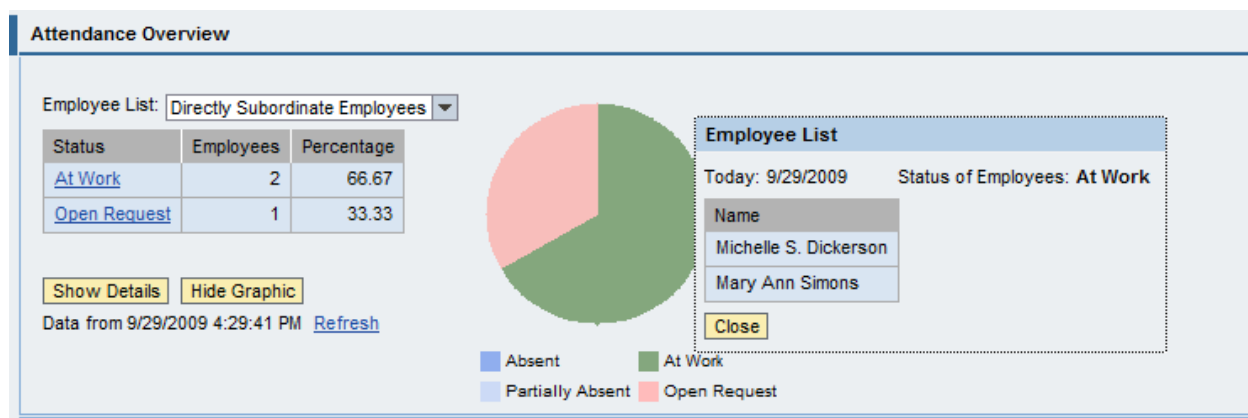
6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Attendance Overview** by expanding the folders down the tree structure.



7. Scroll to the bottom of the page to the **Attendance Overview**:



The **Attendance Overview** displays a pie chart with the current days attendances and absences. The table to the left will list the types of attendances or absences for the day. For more detail, click the applicable link. For example, click [At Work](#). The detail will be displayed to the right:



8. The **Attendance Overview** uses the following color code:

Color / Code	Notes
Green - <a href="#">At Work</a>	<b>At Work</b> - Represents the employees who are at work (not scheduled off).
Blue - <a href="#">Absent</a>	<b>Absent</b> - Represents the employees who are scheduled off.
Light Blue - <a href="#">Partially Absent</a>	<b>Multiple Entries</b> - Represents the employees who have more than one absence type planned for the day (e.g 4 hours Annual Leave and 4 hours Comp Time).
Pink - <a href="#">Open Request</a>	<b>Open Request</b> - Represents the employees who have a pending leave request for the day (not yet approved or rejected).

**Result**

You have displayed the **Attendance Overview** for your employees.